

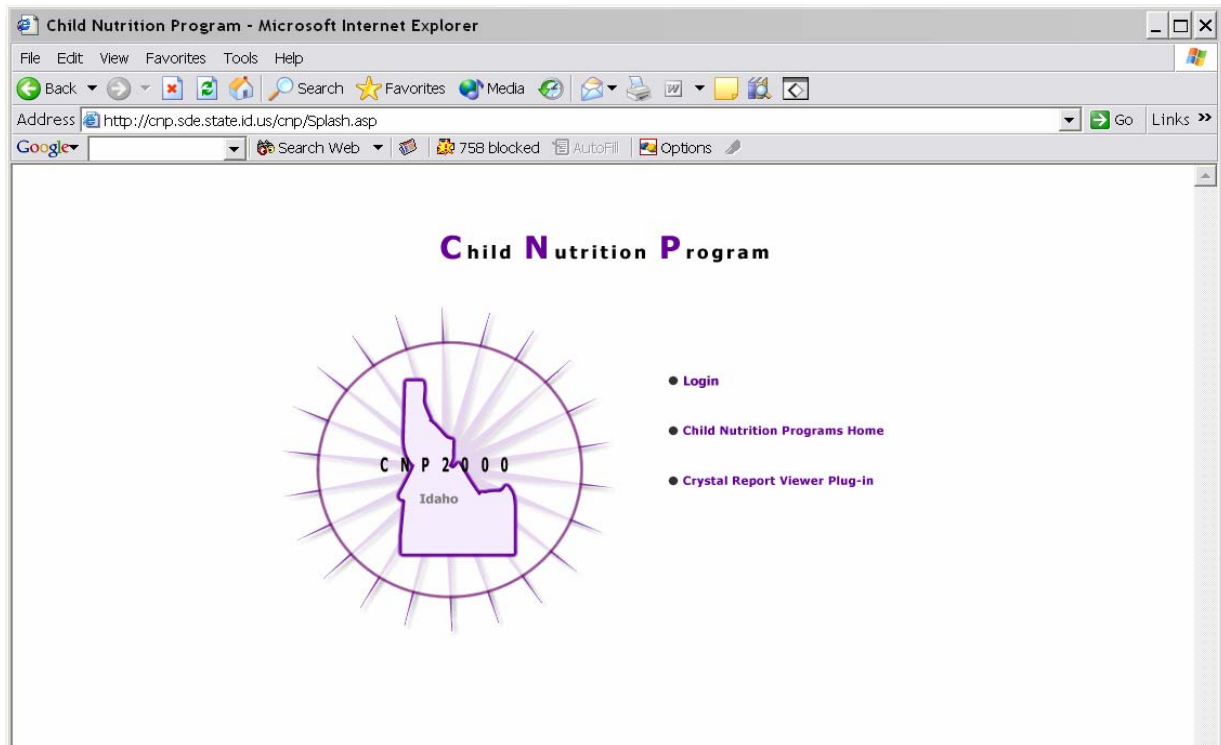
RCCI CNP 2000



CHAPTER 9

RCCI CNP 2000

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Welcome to CNP 2000, the internet based data system for Child Nutrition Programs in Idaho. Sponsors participating in the National School Lunch Program, Child and Adult Care Food Program, Summer Food Program and the Commodity Program use this system to enter and maintain sponsor applications and renewal applications, and to submit reimbursement claims and commodity orders. The Internet address for accessing this website is: <http://cnp.sde.idaho.gov/cnp/splash.asp> Once connected to the CNP2000 website, the first screen you see is shown above. From this screen you have the following three options:

- **Login**

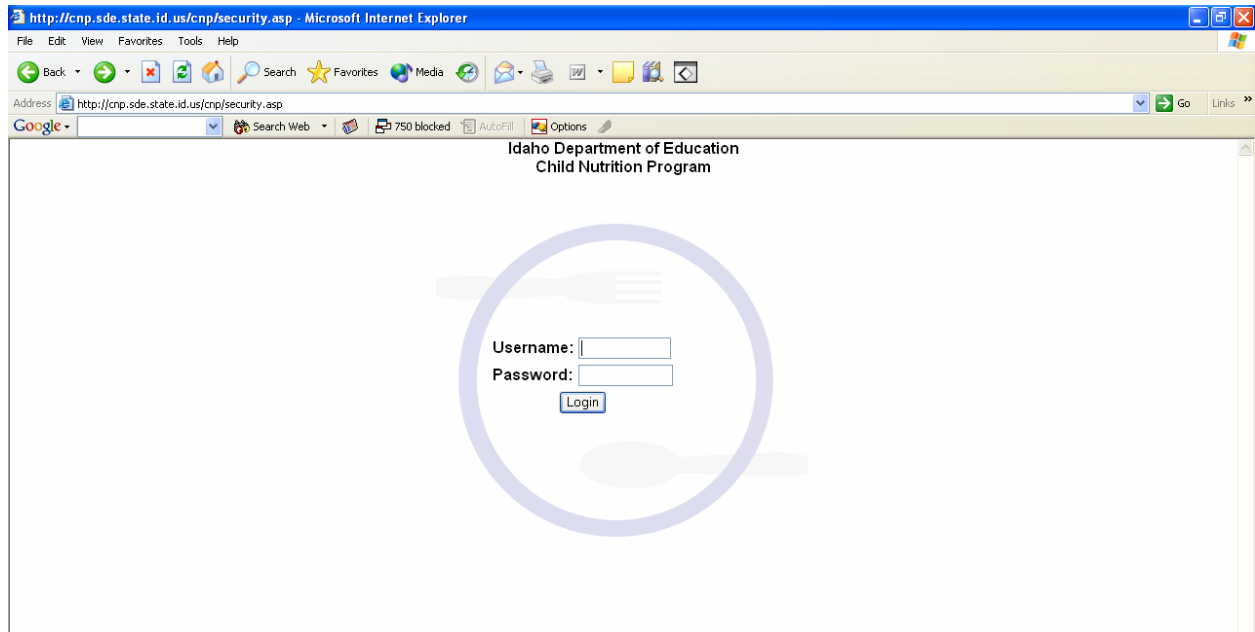
- In order to login to the system you will need to complete a User Authorization Form and have a Username and Password. You can print or download the User Authorization form on the Child Nutrition Programs website at <http://www.sde.idaho.gov/TeacherCertification/docs/Renewal%20Forms/UserAuthorization.pdf>

- **Child Nutrition Programs Home Page**

- This will take you directly to the Child Nutrition Programs home page where you can find forms, specific program resources, and more.

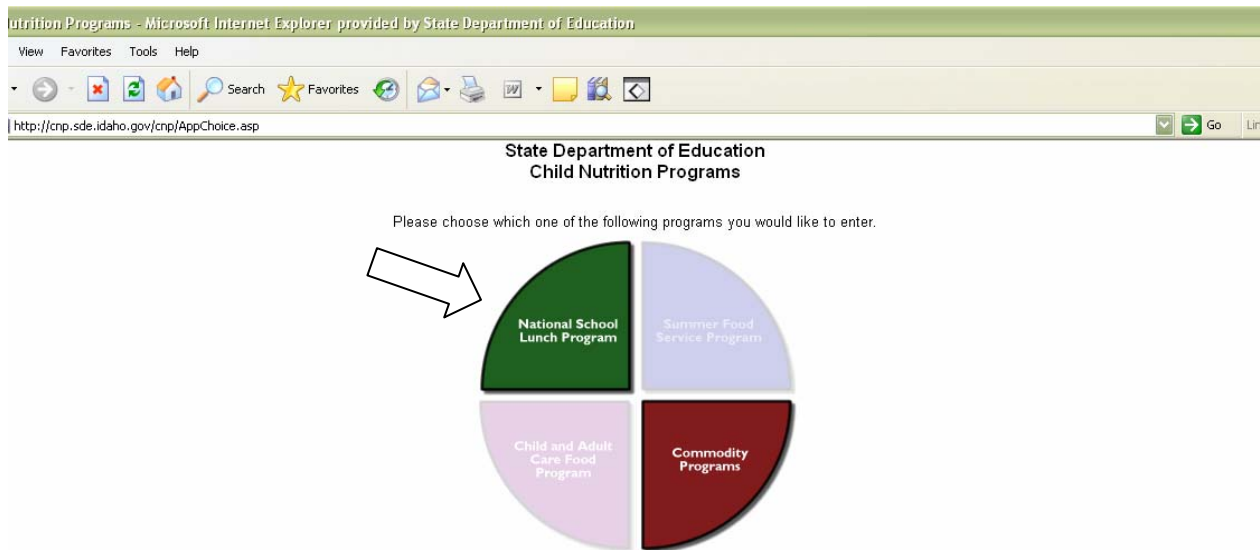
- **Crystal Report Viewer Plug-in**

- This allows you to download the software needed to view and print reports generated by CNP 2000.

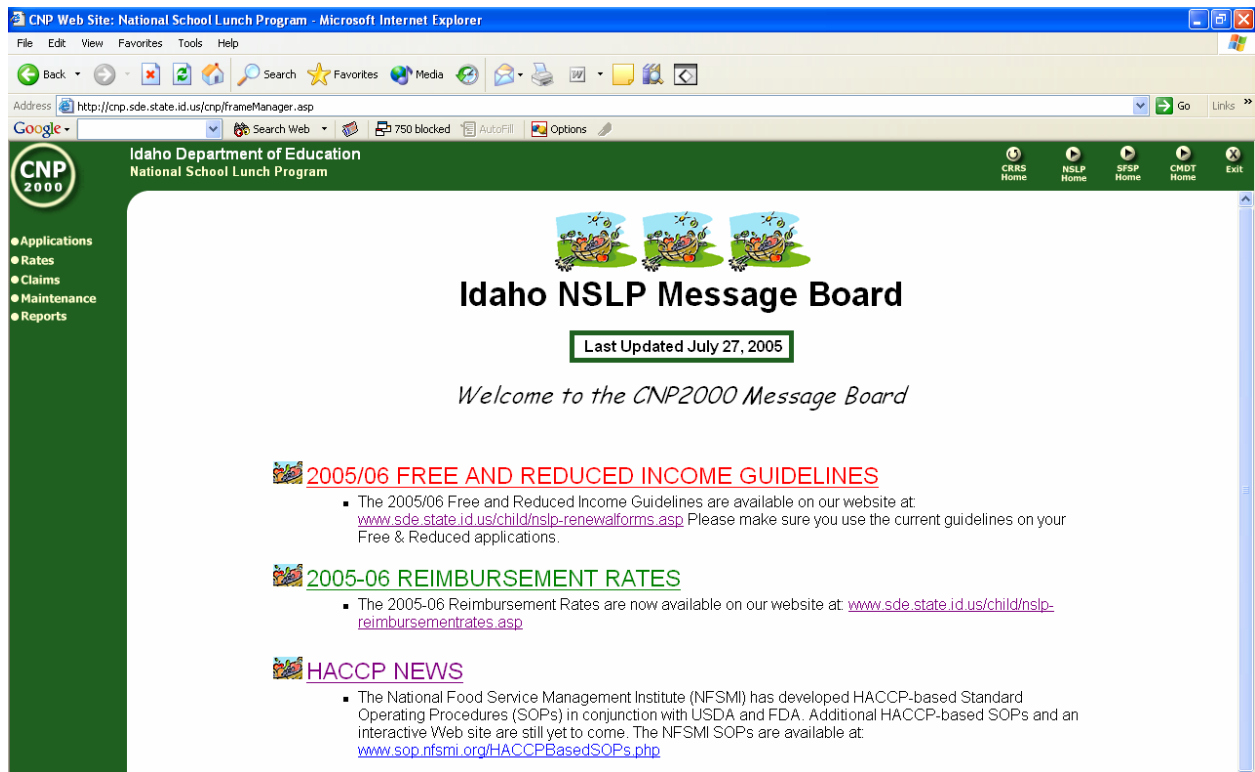


After clicking **Login** on the previous screen, the program will take you to this screen.

Enter your Username and the Password you chose on the User Authorization Form. Then click on the **Login** button. This will allow you access to CNP2000.

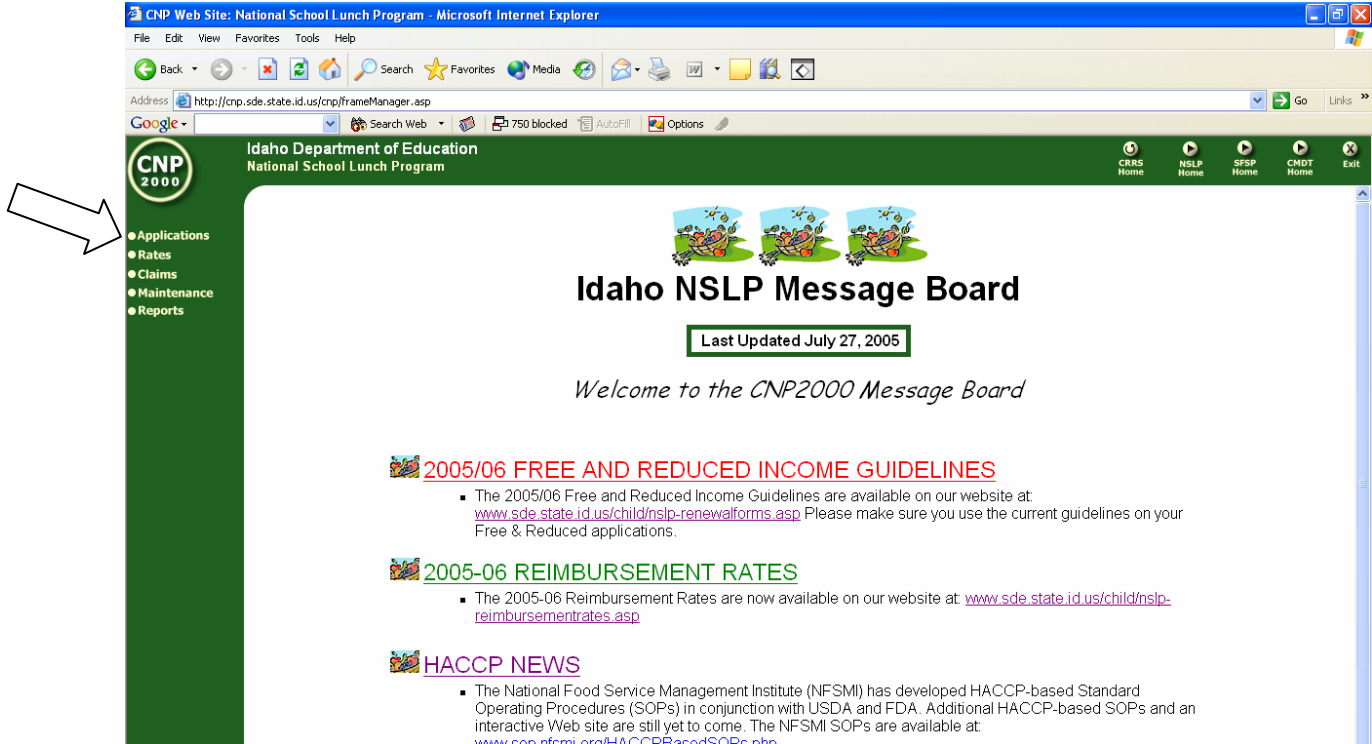


This screen allows you to select the program you would like to access. For example, if you want to enter a NSLP claim, you would click on the green National School Lunch Program area or for commodity orders you would click on the red Commodity Programs area.

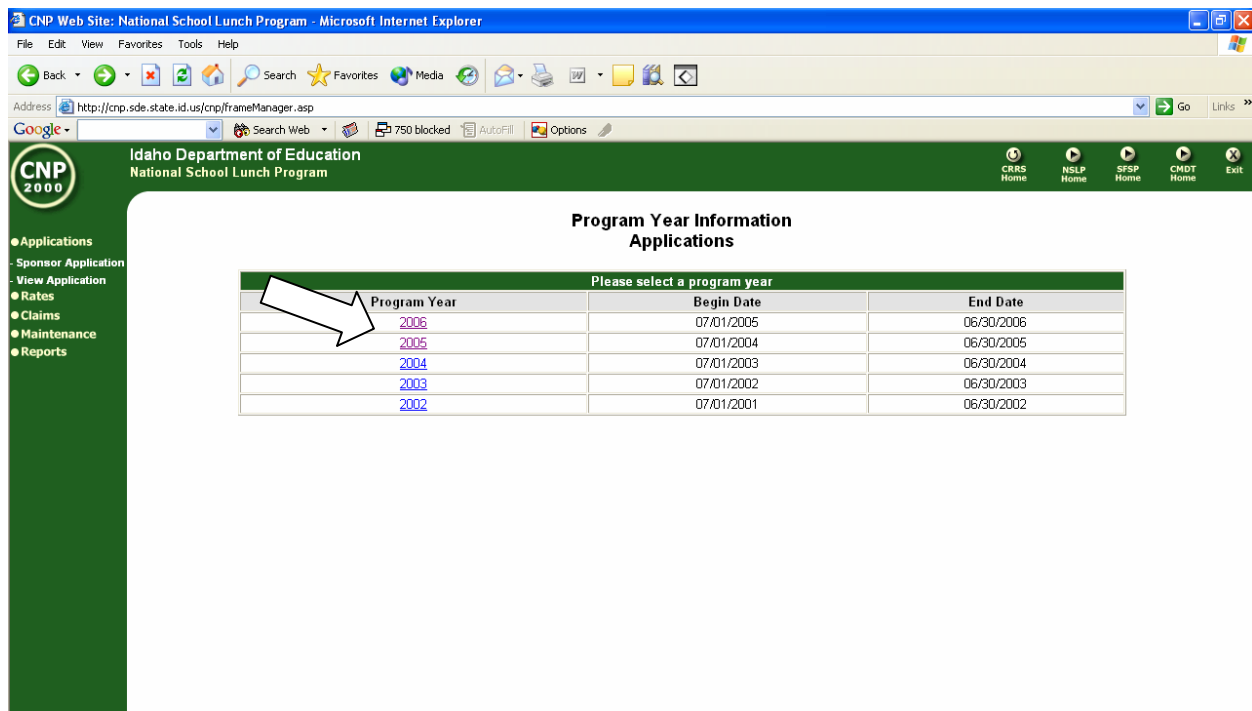


Once you have logged in to CNP2000 and selected the program you wish to access (National School Lunch or Commodity Program), you will see a Message Board specific to that program. State Agency staff will post messages in this area to update sponsors on new information or to remind them of upcoming trainings, deadlines, etc.

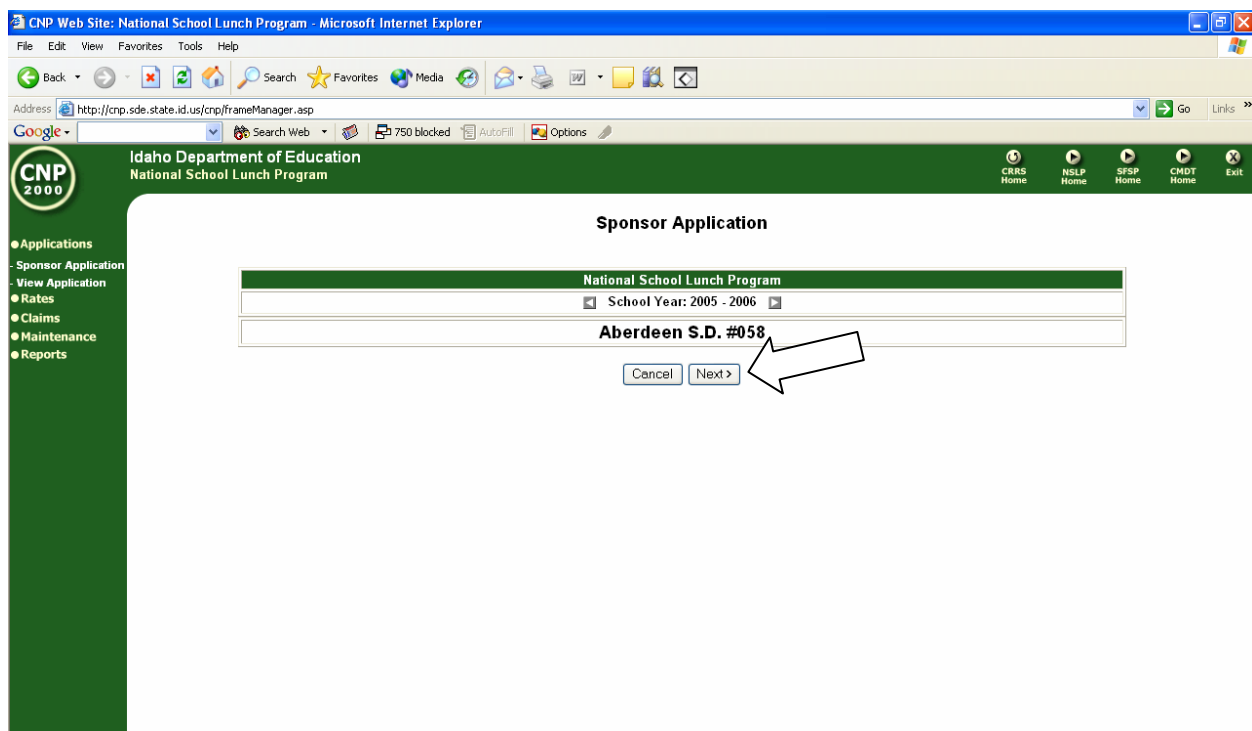
Application



To access your Sponsor Application, click on **Applications** in the list on the left side of the screen. After clicking on Application, you will see two choices: **Sponsor Application** and **View Application**. Click on **Sponsor Application**.



This screen allows you to select the Program Year you wish to work with, either for entering a new application or modifying an existing application. Select the year you want by clicking its link in the Program Year column.



Click Next and the following **Sponsor Information** screen will appear.

Sponsor Information

Sponsor		
Sponsor Name	Participant Number	School Year
Aberdeen S.D. #058	0058	2005 - 2006
Application Packet		
Sponsor Application	No Errors	
Site Application(s)	2 Site(s)	
Civil Rights Report	Due October 15 th	
Verification Summary	Due November 15 th	
Eligible Participant Data Entry Screen	Due the first Friday in March	
Form Download		
Transaction History Report		

[Back](#) [Cancel](#)

- This screen provides a list of the forms that make up the electronic Application Packet. Additionally, this screen displays the status or due dates of several of the items in the right side of the table. In order to access any of the items listed, click on the green “GO” button.
- **Sponsor Application:** This is your agency’s application to be a sponsor of the National School Lunch, Breakfast, Special Milk and/or After School Snack Program.
- **Site Application(s):** This form must be filled out for each site at which meals are served, counted, and eaten (it must also be filled out for “walkovers” which will be discussed in a later section).
- **Civil Rights Report:** Institutions that do not collect applications must answer all of the Yes/No questions on the Civil Rights Report. They must also complete a count of the participants on any given day before October 15, visually identifying each person in their racial or ethnical group. These numbers are recorded in the second (bottom) section of the Civil Rights Report.
- **Verification Summary:** The Verification Summary is only completed by RCCI’s that collect applications. If your facility collects applications, please contact the State Agency about completing the Verification process.
- **Eligible Participant Data Entry Screen:** RCCI’s are required to report to the State Agency the number of students approved for free and reduced-price meals and the total enrollment by building. This count must be taken on the first Friday in March of each year.
- **Form Download:** This area is currently “Under Construction.” Watch Message Board for notification of items posted in this area.
- **Transaction History Report:** This is where you may find a listing of all previous claim transactions.

CNP Web Site: National School Lunch Program - Microsoft Internet Explorer

Address: http://cnp.sde.state.id.us/cnp/frameManager.asp

Idaho Department of Education
National School Lunch Program

Idaho Department of Education
Office of Students Services
Child Nutrition Program

P.O. Box 83720
Boise, ID 83720-0027
(208) 332-6620

CRMS Home NSLP Home SFSP Home CMT Home Exit

● Applications
- Sponsor Application
- View Application
● Rates
● Claims
● Maintenance
● Reports

**National School Lunch, School Breakfast,
Special Milk and Afterschool Snack Programs
Sponsor Application**

Sponsor Application			
Sponsor Name		Participant Number	Federal ID(EIN)
Aberdeen S.D. #058		0058	82-6000617
Mailing Address*		Street Address	
Address: P.O. Box 610		Address: 382 W. Washington	
City: Aberdeen		City: Aberdeen	
State: ID	Zip: 83210	State: ID	Zip: 83210
County: Bingham		County: Bingham	
<input type="checkbox"/> The street address is the same as the mailing address.			
*Note: All correspondence will be sent to the mailing address.			
Program Contact - Person overseeing nutrition/milk programs			
<input checked="" type="checkbox"/> Check if New			
Name: Lisa Hincks		Title: Food Service Supervisor	
Business Phone: (208) 397-4115 Ext. 110		Home Phone: (208) 328-2486	
Fax: (208) 397-4117		Email: hincksl@abardeen58.org	
Superintendent/Director			
<input type="checkbox"/> Check if New			
Name: Chad R. Struhs		Title: Superintendent	
Business Phone: (208) 397-4113 Ext.		Home Phone: (208) 397-4133	
Fax: (208) 397-4117		Email: abtiger@dcdi.net	
Claim Contact			
<input type="checkbox"/> Check if New <input type="checkbox"/> Check if same as "Program Contact" <input type="checkbox"/> Check if same as "Superintendent/Director"			
Name: Lisa Hincks		Title: Food Service Supervisor	
Business Phone: (208) 397-4115 Ext. 110		Home Phone: (208) 328-2486	
Fax: (208) 397-4117		Email: hincksl@abardeen58.org	

This is the first screen of the Sponsor Application. In this portion of the application, enter the mailing address for your organization in the left column and the street address in the right column. If they are the same, you can click in the box at the bottom to indicate that they are the same and the program will fill in the street address for you. This information must be provided in order to submit your application.

You will also enter the contact information for each of the contact types associated with the NSLP program. If the contact is new to your program, please indicate this by clicking in the 'Check if New' box. If the Contact Person is the same as a previously entered contact, you may click on the appropriate box at the top of the Contact Person section to have the software fill in the contact information for you. If you are unsure what each of the contact types means, contact Child Nutrition Programs. This section must be completed in order to submit your application.

NOTES:

- Be sure to use the Tab key on your keyboard to move from one field to the next, rather than pressing the Enter key. You can also use your mouse to click on the field you wish to complete.

CNP Web Site: National School Lunch Program - Microsoft Internet Explorer

Address: http://cnp.sde.state.id.us/cnp/frameManager.asp

Idaho Department of Education
National School Lunch Program

Commodity Information

☒ Yes ☐ No Is sponsor requesting commodity foods?
(for self prep only)

Contract Information

☐ Yes ☒ No Does the Sponsor contract with a Food Service Management Company (FSMC)?
If Yes, enter the name of the FSMC:
If "Yes", mail a copy of contract or renewal addendum to SDE.
Enter the Original Contract Begin Date:

☐ Yes ☒ No If the sponsor is contacting with a FSMC, does the contracted company employ the kitchen staff?

☐ Yes ☒ No Does the Sponsor purchase meals/snacks from another non-profit facility?
If "Yes", mail a copy of contract to SDE on an annual basis.
Purchase from:

☐ Yes ☒ No Does the Sponsor Sell meals/snacks to another non-profit facility?
If "Yes", mail a copy of contract to SDE on an annual basis.
Sell to:

Residential Child Care Institution (RCCI) Sponsors

☐ Yes ☒ No Are you a RCCI site that has all residential students?
If "Yes", go to Miscellaneous Questions.

☐ Yes ☒ No Are you a RCCI site with day students and collect free/reduced applications?
If "Yes", complete the remaining questions.

Free/Reduced Application Process

☒ Yes ☐ No Does the Sponsor use the Parent/Guardian letter provided by SDE?
If "No", mail copies to SDE for approval before they are printed and distributed.

☒ Yes ☐ No Does the Sponsor use the Free/Reduced Application provided by SDE?
If "No", mail copies to SDE for approval before they are printed and distributed.

☒ Yes ☐ No Does the Sponsor use the Press Release provided by SDE?
If "No", mail copies to SDE for approval before they are printed and distributed.

Determining Official for Free/Reduced Applications
Name: Title:

Hearing Official for Free/Reduced Applications
(Must rank higher than Determining Official.)
Name: Title:

Miscellaneous Questions

☐ Yes ☒ No Does the Sponsor claim meals on the weekend?

☒ Yes ☐ No Does the Sponsor do Nutrient Analysis of own menus by computer?
If "Yes", specify software and version:

☐ Yes ☐ No If the sponsor is other than public school or state operated school or agency, did the Sponsor expend more than \$300,000.00 in Federal Funds in the last fiscal year?

Commodity Information: If you wish to participate in the USDA Commodity Program, click Yes.

Contract Information: Complete all the information in this section if it pertains to your program. If you answer Yes to any of the questions, be sure to also fill in the blanks provided, i.e. the name of the Food Service Management Company with which you contract.

Residential Child Care Institutions: Answer the questions as they pertain to your program.

Free/Reduced Application Process: The fourth section shown above is concerning the Free/Reduced Application Process used in your program. Please note that if you do not use the Parent/Guardian letter, Free/Reduced Application and/or the Press Release provided by the State Department of Education, Child Nutrition Programs, you must mail copies of the documents you use to Child Nutrition for their approval prior to using them.

Miscellaneous Questions: The last section contains some miscellaneous questions about your program.

Idaho Department of Education
National School Lunch Program

Claiming Months

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Meal Prices

Meals	Reduced Price	Elementary Paid	Middle Paid	Jr. High Paid	High Paid	Adult Paid
Breakfast						
Lunch	0.40	1.25	1.50		1.60	2.50
Snack						

Special Milk Program

Is the price charged Adults greater than or equal to the free reimbursement plus the value commodities and sales tax?
If "No", the Sponsor must use general funds to support adult prices.
☒ Yes ☐ No

Do paid and reduced eligible students pay for their own meals?
☒ Yes ☐ No

Does the Sponsor participate in the Special Milk Program?
If "Yes", answer all remaining Special Milk Program questions.
☐ Yes ☒ No

Do children participating in the Special Milk Program have access to School Breakfast and/or Lunch program?
If "Yes", Special Milk Program is not available and the following questions should not be answered.
If "No", the sponsor may select one of the following options.
☐ Yes ☒ No

Are income applications collected for free milk?
☐ Yes ☒ No

Are paying students charged for milk?
If "Yes" Price students pay
(Adults must pay full cost for a carton of milk)
☐ Yes ☒ No

Civil Rights

Does the sponsor and all sites accept all participants regardless of race, color, age, sex, disability or national origin?
☒ Yes ☐ No

Has the sponsor ever been found to be in noncompliance of the civil rights laws by any federal agency?
☐ Yes ☒ No

SDE Use Only

Extra 2¢ Lunch Rate ☐ High ☐ Low

Date Approved for SNB:

SNB Effective Claiming Period:

SNB Rate Free:

SNB Rate Reduced:

Provision 1	Provision 2	Provision 3
Lunches: 0	Breakfast: 2 Lunches: 0	Breakfast: 0 Lunches: 0
Menus Approved: <input type="checkbox"/>	Sponsor Type: Public School	<input checked="" type="radio"/> Commodities <input type="radio"/> Cash in Lieu

Claiming Months: Check each month that your program will be operating.

Meal Prices: Enter the price charged for adult meals, if applicable. **Answer the two questions before moving on to next section.**

Special Milk Program: For sites that do not serve lunch, Special Milk is available. Please call the State Agency for more information.

Civil Rights: Respond to the Civil Rights questions by selecting Yes or No then scroll down to finish the application.

SDE Use Only: This section will be completed by State Agency staff after you submit your application.

Submitting your Application: Once you have completed your application, scroll to the bottom of the page and click "Submit." If there are any errors in your application, you will see a screen which itemizes each of the errors encountered.

To fix the errors, click on the <Back button and enter the required data. If you are unclear as to what the error message means, contact Child Nutrition Programs.









CNP Web Site: National School Lunch Program - Microsoft Internet Explorer

Address: http://cnp.sde.state.id.us/cnp/frameManager.asp

Idaho Department of Education
National School Lunch Program

Sponsor Information

Sponsor		
Sponsor Name	Participant Number	School Year
Aberdeen S.D. #058	0058	2005 - 2006

Application Packet		
 Sponsor Application		No Errors
 Site Application(s)		2 Site(s)
 Civil Rights Report		Due October 15 th
 Verification Summary		Due November 15 th
 Eligible Participant Data Entry Screen		Due the first Friday in March
 Form Download		
 Transaction History Report		

[< Back](#) [Cancel](#)

Site Application(s): Once the Sponsor Application has been entered, the Site Application(s) must be entered. To do this, from the Sponsor Information Menu click on the 'Go' button next to Site Application(s) and you will see the following screen.

CNP Web Site: National School Lunch Program - Microsoft Internet Explorer

Address: http://cnp.sde.state.id.us/cnp/frameManager.asp

Idaho Department of Education
National School Lunch Program

Site Information

Sponsor					
Sponsor Name		Participant Number	School Year		
Aberdeen S.D. #058		0058	2005 - 2006		

Site(s)					
Schools	Status	Approved Date	Action		Errors
Aberdeen Elementary-Middle School	Active	07/05/2005	Modify	Delete	No Errors
Aberdeen High School	Active	07/05/2005	Modify	Delete	No Errors

[Back to Sponsor](#)
[Add Site](#)

In the example above two sites have already been entered. If no sites have been entered none will be displayed. You must provide Child Nutrition Programs with new site names prior to setting them up as a site. You can click on the Add Site button on the screen shown above to see a listing of the sites for your organization that do not currently have an application on file.

CNP Web Site: National School Lunch Program - Microsoft Internet Explorer

Address: http://cnp.sde.state.id.us/cnp/frameManager.asp

Idaho Department of Education
National School Lunch Program

Site Enrollment

Sponsor		
Sponsor Name	Sponsor Number	School Year
Aberdeen S.D. #058	0058	2005 - 2006

Available sites to add

[Click here to enroll ABC School in the NSLP Program](#)

[Back](#)
[Cancel](#)

Click on the link for the site for which you wish to add an application and you will see a blank Site Information screen.

Site Application

The site application is displayed in several parts on the next few pages.

Idaho Department of Education
National School Lunch Program

Idaho Department of Education
Office of Student Services
Child Nutrition Program

P.O. Box 83720
Boise, ID 83720-0027
(208) 332-6620

**National School Lunch, School Breakfast,
Special Milk and Afterschool Snack Programs
Site Information**

Site Application			
Site Name	Sponsor Name	School Year	Building No
ABC School	Aberdeen S.D. #058	2005 - 2006	0058-999
Street Address			
Address: 1234 Apple Lane			
City: Goodtown			
State: ID		Zip Code: 83713	
County: [Dropdown]			
Programs			
<input checked="" type="checkbox"/> National School Lunch	Beginning Operating Date	Ending Operating Date	
<input checked="" type="checkbox"/> Regular Breakfast			
<input type="checkbox"/> Severe Need Breakfast	Number of free & reduced price lunches served at this site in 2003 - 2004.	Percentage (Must be 40% or higher to qualify for severe need breakfast)	
	Total number of student lunches served at this site in 2003 - 2004.	0%	
<input type="checkbox"/> Special Milk			
After School Snack Program			
<input type="radio"/> Individual Eligibility (Less than 50% Free & Reduced Enrollment)			
<input type="radio"/> Site Eligibility (50% or More Free & Reduced Enrollment)			
<input type="radio"/> NA - No Snack			
This program must include an education enrichment			

The first section of the Site Application identifies the program(s) that this site will be participating in. The address must be the physical location of the school or street address. You may enter a P.O. Box in the second address line if you wish to do so.

Site Definition: A site is where meals are served, counted, and eaten. There must be a daily record of meals served (FS-4) maintained for the site along with corresponding enrollment and free and reduced applications. Site meal counts cannot be combined with another site unless approved by the State Agency.

Check the box to the left of the program to select the program or programs in which this site will participate and then enter the beginning and ending operating dates. Scroll down to complete the site application.

Idaho Department of Education
National School Lunch Program

CNP 2000

Miscellaneous Questions

School Type
Check all that apply

Elementary ☒ Middle ☐ Junior ☐ High ☐

Grades or Ages Served: K-8 **Grades or Ages Served Special Milk:**

Menu Planning System
(Does not apply if only Special Milk selected)

Breakfast
Enhanced Food Based

Lunch
Enhanced Food Based

If using Assisted Nutrient Standard Menu Planning, specify the contractor used:

Meal Service Type: Base Kitchen

Point of Service Count:
(Does not apply if only Special Milk selected)
If other, send description of counting system to SDE.
Roster/Check List

Does the Sponsor use a computer to track the Point of Service count:
☐ Yes ☒ No

If 'Yes', specify software and version.

Describe how each child served a meal/milk is identified as free, reduced or full price. Please explain the coding used to identify students in each of the three categories.

Describe where point of service meal/milk counts are taken.

If Other, Please Explain:

What happens on the line if a non-reimbursable meal comes through? Please describe below:

Will Offer versus Serve be implemented:
(Does not apply if only Special Milk selected)
☐ Yes ☒ No

Each of the questions in the Miscellaneous Questions section should be answered as they relate to this site or school. The Miscellaneous Questions section must be completed in order to submit the application.

Meal Service Type Definitions (all sites claiming meals or milk must fill out a site application):

- **Base Kitchen** = Kitchen that is cooking food and delivering out to a satellite kitchen(s).
- **Central Kitchen** = Large facility that is batch cooking for a large part of the district's kitchens.
- **Transported in from Base Kitchen** = A satellite kitchen that receives meals from the base kitchen. The satellite receives a majority of their food from another site and typically does not do much cooking, mainly just serving.
- **Self-contained** = The kitchen cooks only for themselves and any walkover students that are from another school or area.
- **Walkover** = There are two situations which can apply and all sites must fill out a site application.
 1. This is a school where students that attend at this building receive reimbursable meals, but have to walk over to another school to receive their meals.

2. This is a school where all students receive their meals at the same kitchen and attend school in the same building. All grade groupings (Elementary, Junior or Senior High) must complete a site form. In this case, the elementary site form will be listed as the self-contained meal service type. On the secondary site forms, choose walkover as the meal service type. The State Agency needs the elementary, junior high and high school students broken down by grade groups for eligibility data for other programs such as After School Snacks and the Summer Food Service Program.

The free and reduced eligibility and enrollment numbers are reported separately for the elementary, junior high and high school when the Eligible Participant Data is entered into CNP2000 in March of each year.

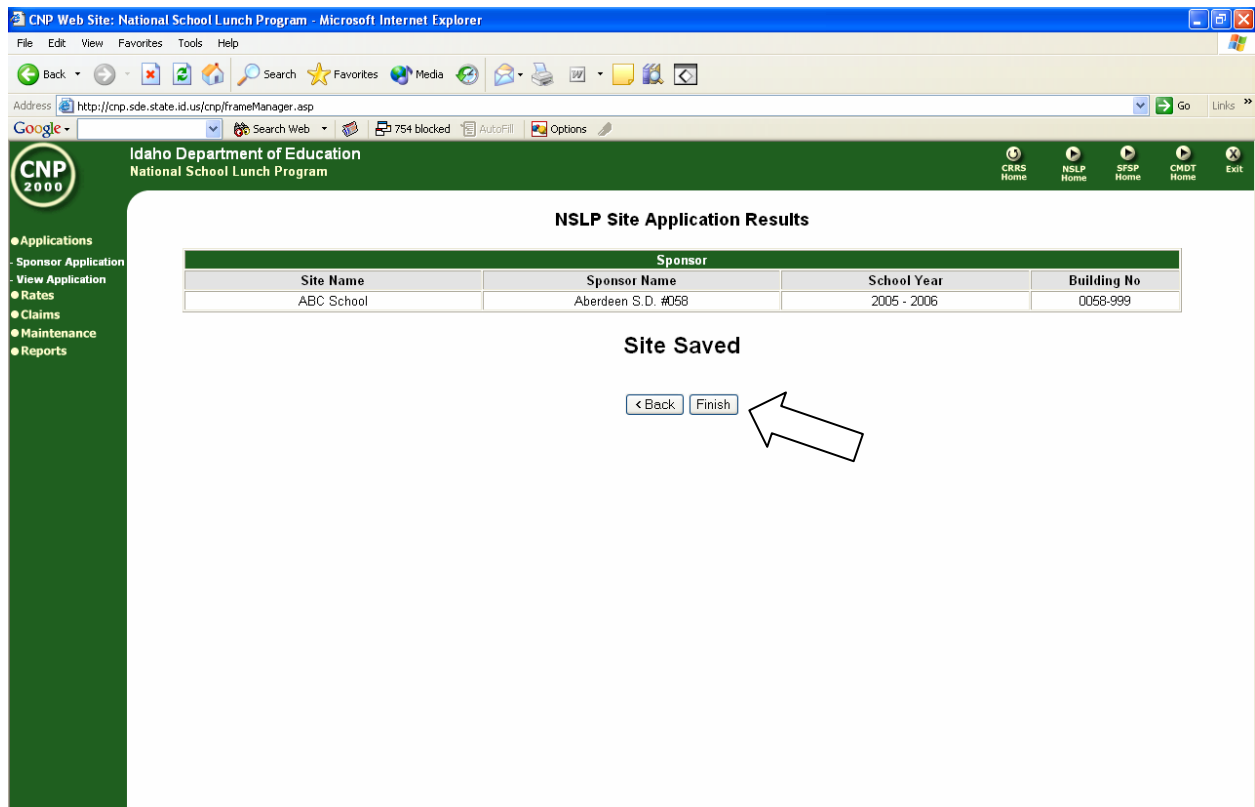
Offer vs. Serve Definition

Offer vs. Serve is required for high school students. The only exception is a school where unitized sack or box meals are delivered. This means the site does not have the ability to serve meals on trays. This primarily occurs in alternative schools and other off site education situations. In this circumstance answer “No” to the Offer vs. Serve question and type “unitized ML” in the space provided.

The final section on the Site Application for sponsors to complete is the Provision Section. In this section you will check the appropriate boxes and enter the provision base year, if participating in Provision Breakfast or Lunch.

The last section is for SDE Use only and will be completed by the State Agency.

Once you have completed your application, click “Submit.” If there are any errors in your application, you will see an errors screen. After correcting any errors and resubmitting the application, the screen shown on the next page will appear. If you have any questions or need assistance with error messages, contact Child Nutrition Programs.



Once you have completed the site forms, click the “Finish” button to return to the Application Packet Menu Screen.

CNP Web Site: National School Lunch Program - Microsoft Internet Explorer









Address: http://cnp.sde.state.id.us/cnp/frameManager.asp

Idaho Department of Education
National School Lunch Program

Sponsor Information

Sponsor		
Sponsor Name	Participant Number	School Year
Aberdeen S.D. #058	0058	2005 - 2006

Application Packet

	Sponsor Application	 No Errors
	Site Application(s)	2 Site(s)
	Civil Rights Report	Due October 15 th
	Verification Summary	Due November 15 th
	Eligible Participant Data Entry Screen	Due the first Friday in March
	Form Download	
	Transaction History Report	

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Civil Rights Report: From the Sponsor Information menu, click the green “Go” button next to Civil Rights Report and you will see the following screen.

Civil Rights Compliance

CNP Web Site: National School Lunch Program - Microsoft Internet Explorer

Address: http://cnp.sde.state.id.us/cnp/frameManager.asp

Idaho Department of Education
National School Lunch Program

Idaho Department of Education
Office of Students Services
Child Nutrition Program

P.O. Box 83720
Boise, ID 83720-0027
(208) 332-6820

Civil Rights Compliance

Sponsor Name	Participant Number	Federal ID(EIN)	Year
Aberdeen S.D. #058	0058	82-6000617	2005 - 2006

The United States Department of Agriculture regulations outline each institution's responsibility regarding Civil Rights compliance in their nutrition programs. The following checklist furnishes a quick overview of the requirements:

	YES	NO
1. Do all forms of communication and printed program materials include the following elements?		
a.) The required nondiscrimination statement? (as stated below)	<input type="radio"/>	<input type="radio"/>
b.) Where a complaint may be filed?	<input type="radio"/>	<input type="radio"/>
2. Is the current "... AND JUSTICE FOR ALL" poster displayed prominently in all service areas (sites and applicable administrative offices)?	<input type="radio"/>	<input type="radio"/>
3. Does your institution provide materials and appropriate translations of written materials* as needed, to all participants, potential participants, families and local minority and grassroots organizations about program benefits and services (press release, parent letters, Free & Reduced Applications, etc.)?	<input type="radio"/>	<input type="radio"/>
4. Are program records on file for 3 years plus current year?	<input type="radio"/>	<input type="radio"/>
5. Does your civil rights complaint procedure include the following elements?		
a.) Does your institution have a written civil rights complaint procedure?	<input type="radio"/>	<input type="radio"/>
b.) Do staff members receive training on the civil rights complaint procedure?	<input type="radio"/>	<input type="radio"/>
c.) Do staff members understand the procedures for receiving and forwarding an alleged civil rights complaint?	<input type="radio"/>	<input type="radio"/>
d.) Is a civil rights complaint log maintained at all sites or a procedure in place to document complaints at a central location?	<input type="radio"/>	<input type="radio"/>
6. Has your institution received a written or verbal complaint in the previous year regarding race, color, national origin, sex, age, or disability?	<input type="radio"/>	<input type="radio"/>
a.) Was it forwarded to the State Agency?	<input type="radio"/>	<input type="radio"/>

*Free and Reduced meal applications in other translations are available at: <http://www.fns.usda.gov/cnd/TranslationsDefault.htm>

The following chart must be completed.
If there are no children of an ethnic group, place a zero in the box.

ALL SITES COMBINED:

Ethnic Group	Total No. of Students Approved for Free and Reduced Price Applications	No. Denied
Black or African American	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>

The Civil Rights Compliance is a Federal program requirement and must be completed annually, no later than October 15. For more detailed information and instructions, refer to the Civil Rights Compliance section of this manual.

Institutions that do not collect applications must answer all of the Yes/No questions on the Civil Rights Report. They must also complete a count of the participants on any given day before October 15, visually identifying each person in their racial or ethnical group. These numbers are recorded in the second (bottom) section of the Civil Rights Report.

CNP Web Site: National School Lunch Program - Microsoft Internet Explorer









Address: http://cnp.sde.state.id.us/cnp/frameManager.asp

Idaho Department of Education
National School Lunch Program

Sponsor Information

Sponsor		
Sponsor Name	Participant Number	School Year
Aberdeen S.D. #058	0058	2005 - 2006

Application Packet

	Sponsor Application	 No Errors
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	Form Download	
	Transaction History Report	

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Verification Summary: From the Sponsor Information menu, click the green “Go” button next to Verification Summary and you will see the following screen. (Note: this is only for RCCI's that collect Free and Reduced Applications.)

CNP Web Site: National School Lunch Program - Microsoft Internet Explorer

Address: http://cnp.sde.state.id.us/cnp/frameManager.asp

Idaho Department of Education
National School Lunch Program

Idaho Department of Education
Office of Students Services
Child Nutrition Program

P.O. Box 83720
Boise, ID 83720-0027
(208) 332-6620

● Applications
● Sponsor Application
● View Application
● Rates
● Claims
● Maintenance
● Reports

CRAS Home NSLP Home SFSP Home CNDT Home Exit

School Food Authority Verification Summary Report

Sponsor Information			
Sponsor Name	IRN	County	Program Year
Aberdeen S.D. #058	0058	Bingham	2006

PHASE 1

May choose an option IF under 20% non-responsive rate from previous year

1. Type of Verification Used:

3% Focused ☒ 1% Focused ☐ 3% Random ☐ No approved free or reduced applications on file as of October 1st ☐

Type of SFA:

RCCI ☐ Private ☐ Public ☐

Enter the name and contact information of the person who can answer questions about this report.

Name:

Title:

Telephone:

E-mail:

Report Items 2 through 5 as of the first operating day in October

	Total Public and Private Schools	RCCIs with Day Students	Provisions 2/3 Schools NOT OPERATING A BASE YEAR - Lunch Only
2. Number of National School Lunch Program Schools	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Number of enrolled students with access to the NSLP	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Number of Students	Number of Applications	

4. Number of approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless)

start

CNP 2000 - Microsoft ... CNP Web Site: Nation... Novell GroupWise - M... Internet 3:06 PM

Verification is confirmation of eligibility for free and reduced-price meals under the National School Lunch Program or School Breakfast Program.

For more detailed information and instructions on Verification, refer to the Verification section in this manual.

CNP Web Site: National School Lunch Program - Microsoft Internet Explorer

Address: http://cnp.sde.state.id.us/cnp/frameManager.asp

Idaho Department of Education
National School Lunch Program

Sponsor Information

Sponsor		
Sponsor Name	Participant Number	School Year
Aberdeen S.D. #058	0058	2005 - 2006

Application Packet		
<input type="radio"/>	Sponsor Application	<input checked="" type="radio"/> No Errors
<input type="radio"/>	Site Application(s)	2 Site(s)
<input type="radio"/>	Civil Rights Report	Due October 15 th
<input type="radio"/>	Verification Summary	Due November 15 th
<input type="radio"/>	Eligible Participant Data Entry Screen	Due the first Friday in March
<input type="radio"/>	Form Download	
<input type="radio"/>	Transaction History Report	

National School Lunch Participation Data by Building

The next form to complete is the Lunch Participation Data by Building form. Click on the "Go" button next to Eligible Participant Data Entry Screen on the Sponsor Information Menu on the screen shown above.

Enter the **exact** number of children listed as Free and Reduced and the Total Enrollment by site. Then enter the number of lunches served at each site and the number of days served for the previous month (February). Each site should provide you with their enrollment information as of the first Friday in March. The program will calculate the Percentage of Free and Reduced and the ADP. Once you have entered that information, click "Submit." A screen will appear that says your information has been successfully added. Click "Finish." **Do not include preschool and kindergarten children in the Number of Children Eligible and the Enrollment Counts.**

Use data from the first Friday in March.

CNP Web Site: National School Lunch Program - Microsoft Internet Explorer provided by State Department of Education

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://cnp.sde.state.id.us/cnp/frameManager.asp

Go Links

CNP 2000

State Department of Education
National School Lunch Program

GRS Home NSLP Home CMOT Home Exit

State Department of Education
Bureau of School Support Services
Child Nutrition Programs

P.O. Box 83720
Boise, ID 83720-0027
(208) 332-6820

● Applications
● Sponsor Application
● Rates
● Claims
● Maintenance
● Reports

National School Lunch Participation Data by Building

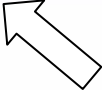
Sponsor		
Sponsor Name	Participant Number	School Year
Aberdeen S.D. #058	0058	2007 - 2008

Do not include kindergarten and Pre-K children in the free, reduced, and enrollment numbers.

Site Name	Building Number	Number of Children Eligible		Enrollment	Number Served		ADP	Percentage of Free/Reduced
		Free	Reduced		Lunches	Days		
Aberdeen Elementary School	0058-601						%	%
Aberdeen High School	0058-401						%	%
Aberdeen Middle School	0058-501						%	%

By clicking on the Submit button, I certify that, to the best of my knowledge, the numbers entered are correct and that records are available to support this information.

Redisplay < Back Submit



Done Internet









CNP Web Site: National School Lunch Program - Microsoft Internet Explorer

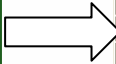
Address: http://cnp.sde.state.id.us/cnp/frameManager.asp

Idaho Department of Education
National School Lunch Program

Sponsor Information

Sponsor		
Sponsor Name	Participant Number	School Year
Aberdeen S.D. #058	0058	2005 - 2006

Application Packet		
	Sponsor Application	 No Errors
	Site Application(s)	2 Site(s)
	Civil Rights Report	Due October 15 th
	Verification Summary	Due November 15 th
	Eligible Participant Data Entry Screen	Due the first Friday in March
	Form Download	
	Transaction History Report	



[Back](#) [Cancel](#)

This Form Download is currently under construction. (See next page).

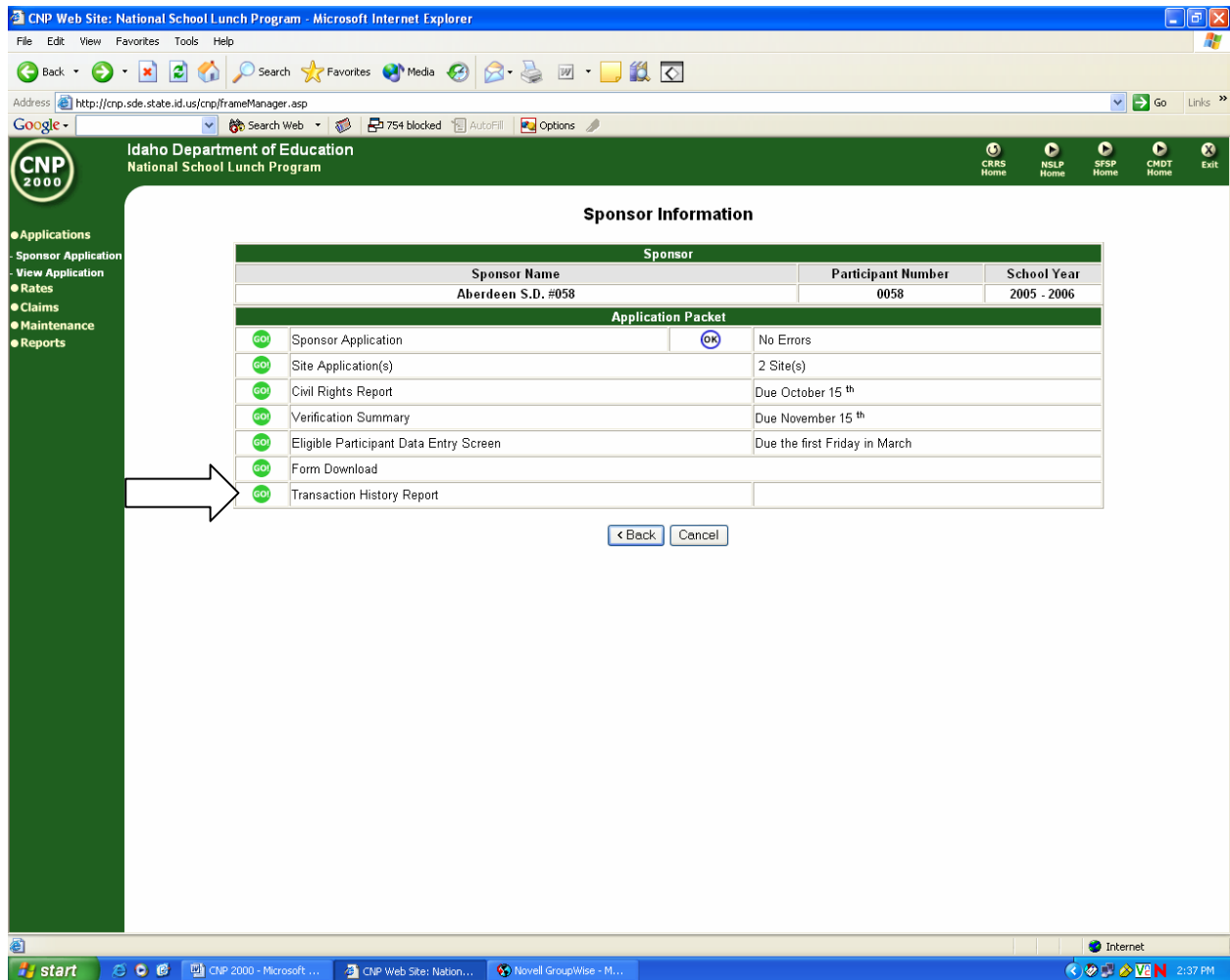
NSLP Form Download Menu

The screenshot shows a web browser window titled "CNP Web Site: National School Lunch Program - Microsoft Internet Explorer". The address bar displays "http://cnp.sde.state.id.us/cnp/frameManager.asp". The page features a green header with the "CNP 2000" logo and the text "Idaho Department of Education National School Lunch Program". A navigation menu on the left lists: Applications, Sponsor Application, View Application, Rates, Claims, Maintenance, and Reports. The main content area is titled "NSLP Form Download Menu" and contains a table with the following data:

Form Id	Description	Download	File Size	Last Updated
SDE-JEG	Income Eligibility Guidelines	PDF ZIP	51 KB	8/30/2004

Below the table are two buttons: "< Back" and "Cancel". The Windows taskbar at the bottom shows the start button and several open applications, including "CNP 2000 - Microsoft...", "CNP Web Site: Nation...", and "Novell GroupWise - M...". The system clock indicates 3:13 PM.

This area is currently “Under Construction.” Watch the Message Board for notification when new documents are posted to this area.



Sponsor Transaction History Report: The final “Go” button on the Sponsor Information screen is the Sponsor Transaction History Report. Clicking on this ‘Go’ button will load the screen shown on the following page, which contains a summary of all the financial transactions that have occurred in the system for your organization. The information shown on the transaction report will be for the school year in which you are currently working. You may also view transaction history for prior years.

CNP Web Site: National School Lunch Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address http://cnp.sde.state.id.us/cnp/frameManager.asp

Google Search Web 754 blocked AutoFill Options

CNP 2000 Idaho Department of Education National School Lunch Program

GRSS Home NSLP Home SFSP Home CMT Home Exit

Idaho Department of Education
Office of Students Services
Child Nutrition Program

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● Applications
- Sponsor Application
- View Application
● Rates
● Claims
● Maintenance
● Reports

Sponsor Transaction History Report

Sponsor			
Sponsor Name:	Participant Number:	Federal ID (FEIN):	School Year
Aberdeen S.D. #058	0058	82-6000617	2005 - 2006

Trans Description	Trans Ref No.	Trans Ref Date	Statement Process Date	Trans Amount	Account Description
Balance				\$0.00	

[← Back](#)

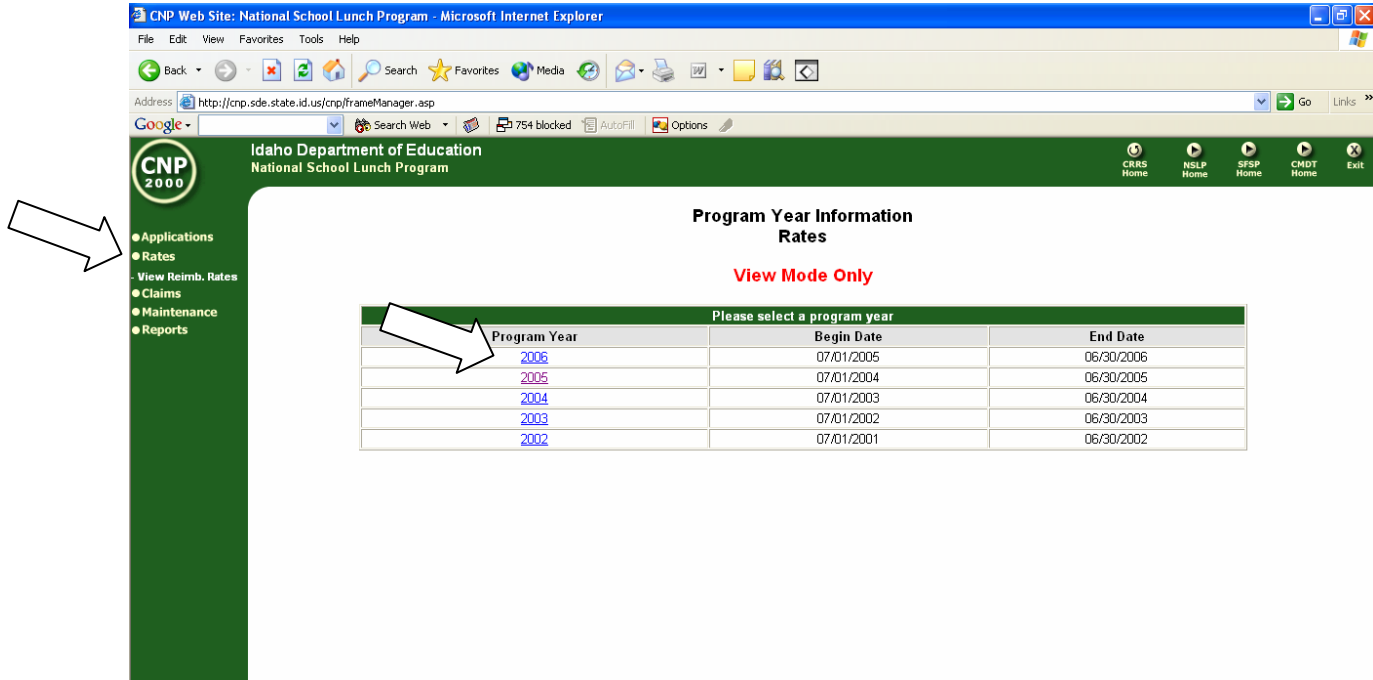
start Internet

CNP 2000 - Microsoft ... CNP Web Site: Nation... Novell GroupWise - M...

3:15 PM

View Reimbursement Rates

To view the USDA Reimbursement Rates click on the “Rates” bullet in the frame on the left side of the screen and then click on “View Reimbursement Rates.” The Program Year selection screen will appear: Click on the program year you want and the rate screen will appear, as shown below.



CNP Web Site: National School Lunch Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://cnp.sde.state.id.us/cnp/frameManager.asp>

Idaho Department of Education
National School Lunch Program

Program Year Information Rates

View Mode Only

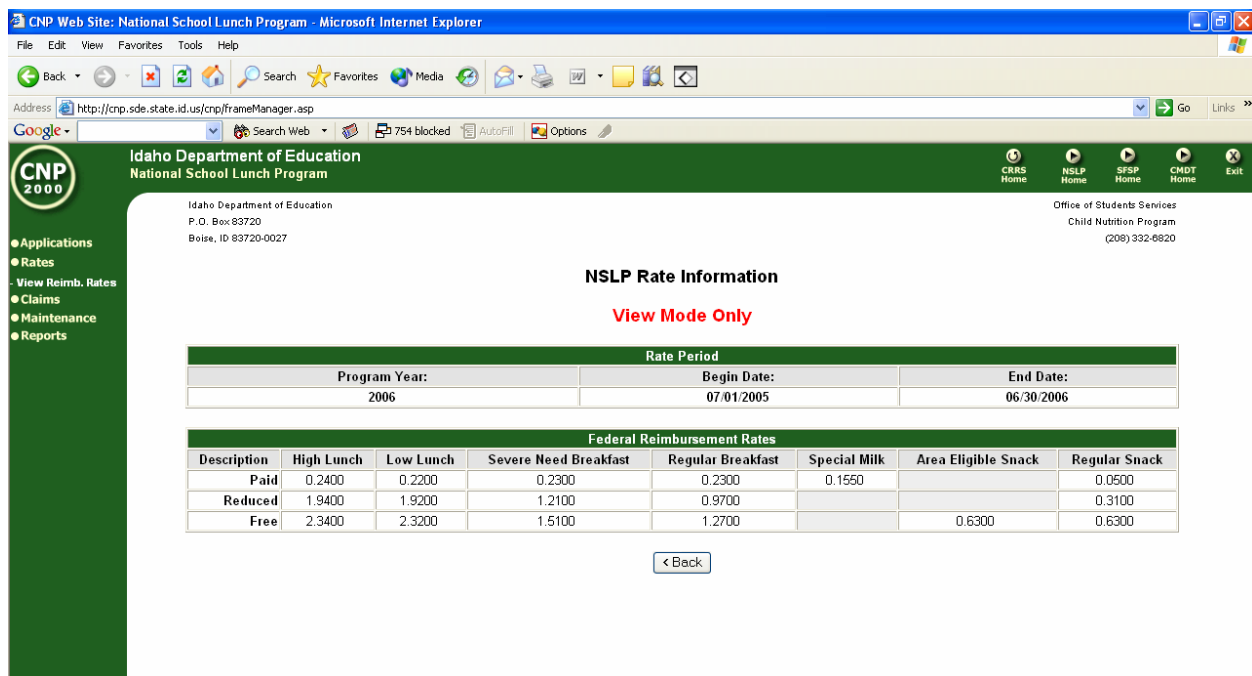
Please select a program year

Program Year	Begin Date	End Date
2006	07/01/2005	06/30/2006
2005	07/01/2004	06/30/2005
2004	07/01/2003	06/30/2004
2003	07/01/2002	06/30/2003
2002	07/01/2001	06/30/2002

Left Sidebar:

- Applications
- Rates
- View Reimb. Rates
- Claims
- Maintenance
- Reports

Rate Screen



CNP Web Site: National School Lunch Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://cnp.sde.state.id.us/cnp/frameManager.asp>

Idaho Department of Education
National School Lunch Program

NSLSP Rate Information

View Mode Only

Idaho Department of Education
P.O. Box 83720
Boise, ID 83720-0027

Office of Students Services
Child Nutrition Program
(208) 332-6820

Program Year:		Rate Period		Begin Date:		End Date:	
2006				07/01/2005		06/30/2006	

Federal Reimbursement Rates							
Description	High Lunch	Low Lunch	Severe Need Breakfast	Regular Breakfast	Special Milk	Area Eligible Snack	Regular Snack
Paid	0.2400	0.2200	0.2300	0.2300	0.1550		0.0500
Reduced	1.9400	1.9200	1.2100	0.9700			0.3100
Free	2.3400	2.3200	1.5100	1.2700		0.6300	0.6300

[Back](#)

Left Sidebar:

- Applications
- Rates
- View Reimb. Rates
- Claims
- Maintenance
- Reports

Claims

The “Claims” menu is found on the left side of your screen. Click once on “Claims” and you will see two menu options:

Claim Entry – This option allows you to submit reimbursement claims

Claim Inquiry – This option allows you to make inquiries regarding claims.

Claim Entry

Click once on “Claim Entry” and the following screen will appear. Click on “Select.”

National School Lunch Program Claim Entry

National School Lunch Program		
<input checked="" type="checkbox"/> School Year: 2005 - 2006		
Sponsor Name	Participant Number	Action
Aberdeen S.D. #058	0058	Select

Click on the month for which you wish to enter a claim.

CNP Web Site: National School Lunch Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail News RSS Feeds

Address http://cnp.sde.state.id.us/cnp/frameManager.asp Go Links

Google Search Web 754 blocked AutoFill Options

CNP 2000 Idaho Department of Education National School Lunch Program

GRS Home NSLP Home SFSP Home CMT Home Exit

● Applications
● Rates
● Claims
- Claim Entry
- Claim Inquiry
- Unpaid Claims
● Maintenance
● Reports

National School Lunch Program Claim(s)

Sponsor Information					
Sponsor Name			Participant Number		
Aberdeen S.D. #058			0058		
Select a Claim Month					
School Year: 2005 - 2006					
Claim Month	Revision Number	Claim Status	Month to Date		
			Earned Amount	Amount Paid	
Jul 2005					
Aug 2005					
Sep 2005					
Oct 2005					
Nov 2005					
Dec 2005					
Jan 2006					
Feb 2006					
Mar 2006					
Apr 2006					
May 2006					
Jun 2006					
Year-to-Date Totals			\$0.00	\$0.00	

< Back Cancel

start CNP 2000 - Microsoft ... CNP Web Site: Nation... Novell GroupWise - M... Internet 3:23 PM

Click on “Add Claim” and the Claim form will appear.

The screenshot shows a web browser window titled "CNP Web Site: National School Lunch Program - Microsoft Internet Explorer". The address bar shows "http://cnp.sde.state.id.us/cnp/frameManager.asp". The page has a green header with the "CNP 2000" logo and the text "Idaho Department of Education National School Lunch Program". On the left is a green sidebar with a menu: Applications, Rates, Claims, Claim Entry, Claim Inquiry, Unpaid Claims, Maintenance, and Reports. The main content area is titled "National School Lunch Program Claim(s)". It contains two tables. The first table, "Monthly Claim Form", has columns: Sponsor Name (Aberdeen S.D. #058), Participant Number (0058), Month Claimed (Aug 2005), and School Year (2005 - 2006). The second table, "Claim(s)", has columns: Revision Number, Received Date, Paid Date, Claim Amount, Status, and Action. Below the second table, it says "No claims for this sponsor". At the bottom of the claim section are two buttons: "< Back" and "Add Claim". A hand-drawn arrow points to the "Add Claim" button. The Windows taskbar at the bottom shows the start button and several open applications, including "CNP 2000 - Microsoft...", "CNP Web Site: Nation...", and "Novell GroupWise - M...". The system clock shows 3:36 PM.

Monthly Claim Form			
Sponsor Name	Participant Number	Month Claimed	School Year
Aberdeen S.D. #058	0058	Aug 2005	2005 - 2006

Claim(s)					
Revision Number	Received Date	Paid Date	Claim Amount	Status	Action
No claims for this sponsor					

< Back Add Claim

Claim Form

CNP Web Site: National School Lunch Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail News RSS Feeds

Address http://cnp.sde.state.id.us/cnp/frameManager.asp Go Links

Google Search Web 747 blocked AutoFill Options

CNP 2000

Idaho Department of Education
National School Lunch Program

GRS Home NSLP Home SFSP Home CMOT Home Exit

Idaho Department of Education
Office of Students Services
Child Nutrition Program

P.O. Box 83720
Boise, ID 83720-0027
(208) 332-8820

● Applications
● Rates
● Claims
- Claim Entry
- Claim Inquiry
- Unpaid Claims
● Maintenance
● Reports

National School Lunch, School Breakfast, Afterschool Snack and Special Milk Programs
Monthly Claim Form for Reimbursement

Monthly Claim Form						
Sponsor	Participant Number	Month/Year	Revision #			
Aberdeen S.D. #058	0058	Aug 2005	0			
1. Submission Type:		Original	2. Received Date:		8/24/2005	
3. Authorized Signature:		<input type="text"/>				
4. Dates Covered by Claim:		From:	<input type="text"/>	To:	<input type="text"/>	<input type="text"/>
5. Number of children approved, by application, for free lunch		<input type="text"/>				
6. Number of children approved, by application, for reduced-price lunch		<input type="text"/>				
7. Total Enrollment for children with access to school lunch:		<input type="text"/>				
	Lunch	Breakfast		After School Snacks		Special Milk
		Regular	Severe Need	Less than 50%	50% or More	
Meals Served to Children						
8. Free	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Reduced	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. No. of Sites Claiming	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13. No. of Serving Days	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Special Milk Program						
Average Milk Cost Per Half Pint (8oz portions)						<input type="text"/>
Note: Click the Submit button to enter this claim into the Child Nutrition System. Please Review this information before submitting this claim.						
Created By:		Created Date:		Modified By:		Modified Date:
NSLP Program Certification						
I certify that the information submitted on this form is true and correct and records are available to support this claim. I am aware that deliberate misrepresentation or withholding of						

start

CNP 2000 - Microsoft ... Novell GroupWise - M... CNP Web Site: Nation...

Internet 3:16 PM

The claim form displays the sponsor name, participation number, claim month / year, and revision number.

Use the drop down arrow to select a submission type and an authorized signer. The received date will default to today's date. Enter the beginning and ending dates of the claiming period. (The dates cannot cover more than one month.) Enter the number of children approved for Free and Reduced-price meals, and the Total Enrollment for children participating in the School Lunch Program.

Enter the number of meals served in the claim month for each meal type.

Note: The Totals listed on line #11 must match totals listed on the FS-4 (Daily Meal Count Record and the Consolidation Worksheet).

Severe Need Breakfast: A Severe Need Breakfast application package must have been completed and approved by the State Agency in order to claim Severe Need Breakfasts. When entering in Breakfast, total your school(s) with Regular Breakfast separately from school(s) with Severe Need Breakfasts and enter the totals in the screen on the previous page. **Note: You will have two breakfast totals if you have some schools that don't qualify for Severe Need Breakfast and some that do.**

Special Milk Program: If you participate in this program, record milk under the paid category unless you are under the Free Special Milk Program, have collected Low Income Applications and you are checking off kids by name for free milk.

Scroll down to complete the remainder of the claim form and then click on the submit button.

Claim Inquiry

To access "Claim Inquiry," click once on "Claims" in the menu on the left side of the screen and then click on "Claim Inquiry."

National School Lunch Program
Claim Inquiry

National School Lunch Program		
School Year: 2005 - 2006		
Sponsor Name	Participant Number	Action
Aberdeen S.D. #058	0058	Select

[Cancel](#)

You will then see the screen shown below which will list all claims submitted during the year and the status of those claims.

CNP Web Site: National School Lunch Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail AutoFill Options

Address http://cnp.sde.state.id.us/cnp/frameManager.asp Go Links

Google Search Web 754 blocked AutoFill Options

CNP 2000 Idaho Department of Education National School Lunch Program

[CRRS Home](#)
[NSLP Home](#)
[SFSP Home](#)
[CNDT Home](#)
[Exit](#)

● Applications
 ● Rates
 ● Claims
 - Claim Entry
 - Claim Inquiry
 - Unpaid Claims
 ● Maintenance
 ● Reports

National School Lunch Program Claim Inquiry

Sponsor Information							
Sponsor Name				Participant Number			
Aberdeen S.D. #058				0058			
Claims Submitted YTD							
School Year: 2005 - 2006							
Month Claimed	Revision Number	Date Received	Date Processed	Pay Date	Claim Amount	Status	Action
There are no claims for this Sponsor and Fiscal Year							

Maintenance

Click once on the Maintenance tab on the left side of the screen. You will then see the menu option “Change Password.” This option allows you to change your password. Enter your current password, your new password and confirm your new password. Once you have entered this information, click on Submit at the bottom of the screen to save the information in the system. Your password will be changed.

CNP Web Site: National School Lunch Program - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://cnp.sde.state.id.us/cnp/frameManager.asp> Go Links

Google Search Web 747 blocked AutoFill Options

Idaho Department of Education
National School Lunch Program

CRMS Home NSLP Home SFSP Home CMT Home Exit

CNP 2000

- Applications
- Rates
- Claims
- Maintenance
- Change Password
- Reports

Add / Update Login Profile

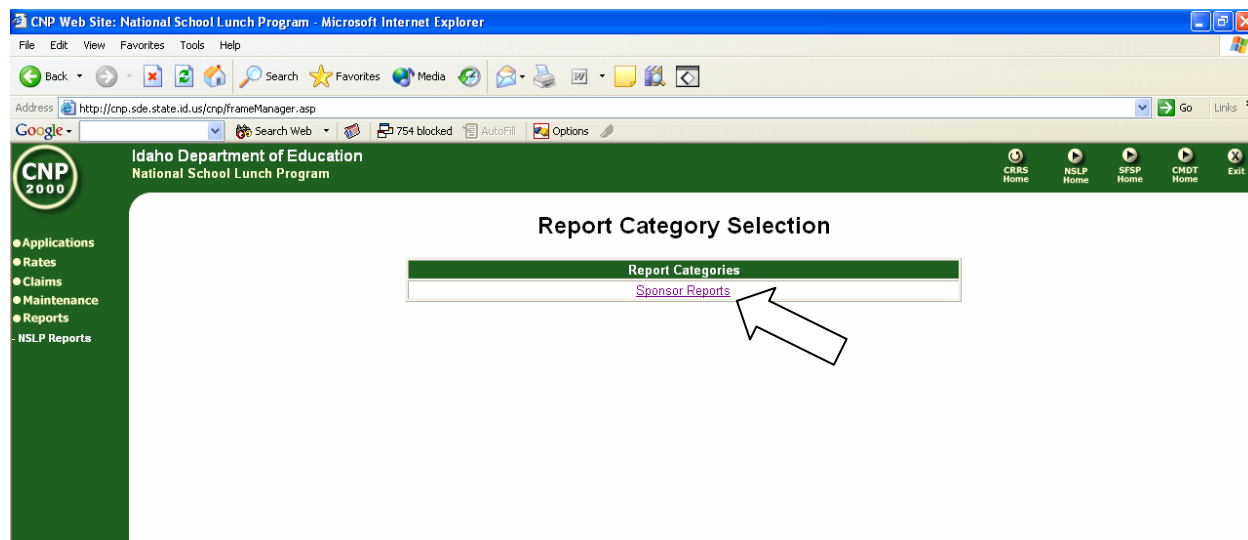
User Information	
First Name	Lisa
Last Name	Hincks
Login ID	hincks1
Current Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>
Email Address	hincks1@aberndeen58.org
Phone Number <small>e.g. 655 555-5555</small>	(208) 397-4113
Reminder Question	what is my husbands name?
Reminder Answer	Kevin(office)

Validate < Back Cancel Submit

start CNP 2000 - Microsoft ... Novell GroupWise - S... CNP Web Site: Nation... Internet 3:40 PM

Reports

To view a list of reports available to Sponsors, click once on “Reports” and once on “NSLP Reports” in the menu on the left. That will bring up the screen shown below. Click once on “Sponsor Reports” which will take you to a list of reports available to Sponsors.



Click once on any of the report links in the list shown on the screen below to view the report.

Idaho Department of Education
National School Lunch Program

CRRS Home NSLP Home CMT Home

Sponsor Reports

Reports		
Id	Title	Description
nsl008	Mailing Labels / Active	Labels for Sponsors with Active Applications.
nsl010	Sponsor Directory	Detailed directory of sponsors participating for a specific fiscal year.
nsl045	Meal Pricing Report	Meal Pricing Report.
nsl102	Menu Planning Method Report	Displays the Menu Planning Methods and Software for Sponsors and Sites
nsl103	Provisions Report	Displays the Provisions for NSLP Sponsors
nsl104	Severe Need Breakfast Applications	Displays Severe Need Breakfast Applications
nsl105	Especially Needy Report	Especially Needy Qualifiers (>=60% Free & Reduced Lunches) - Run in July
nslRpt002	After School Snack Program	Sponsors and Sites listing with Beginning Operation dates and Eligibility
nslRpt003	ADP Percentage Report	Displays Current Yr. ADP and Previous / Current Year ADP/ADA Percentages by Sponsor for the specified Fiscal Year and Meal Type.
nslRpt004	ADP / ADA Comparison Report	Displays Current Yr. and Previous Yr. ADP/ADA Percentages by Sponsor for the specified Fiscal Year.